

OIA Notice  
No. 20-102

PERSONNEL  
31 March 1982

### OIA Work Schedules

1. Following more than two years of experimentation with compressed work schedules, the four-day work week and 5-4-9 work schedule will be discontinued in OIA. All full-time personnel will follow a five-day, 40-hour work week.

2. Official office hours in OIA are from 0700 to 1800 with core hours extending from 0930 to 1530 hours. With the exception of those personnel in paragraph 3, employees may--after consultation with their supervisor--select a flexible work schedule as long as it includes the core hours of 0930 to 1530 and is consistent with the office staffing requirements outlined in paragraph 4.

3. Division and group offices will be covered by the chief or deputy between 0800 and 1700 hours. Branch and Staff Chiefs must be on duty until 1630 hours. The secretaries to the Director and Deputy Director will work rotating work schedules in order to maintain secretarial coverage in the Front Office from 0730 to 1800 hours.

4. Each component will have a minimum of 50 percent staffing between 0800 and 1600 hours, with representation in each component to include personnel at all levels of experience and responsibility. Some temporary adjustments to work schedules may be necessary during extended absences by component personnel to ensure adequate coverage.

5. The Director, OIA, may require revisions to the work schedules of selected individuals depending on changing work requirements and the needs of the office.

[Redacted Signature]

Wayne H. Strand  
Director  
Imagery Analysis

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